

ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.  
LI 70-6

LI 70-6  
RECORDS AND CORRESPONDENCE  
Revised 17 April 1974

STATINTL

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SUBJECT : Records Maintenance and Disposition

REFERENCE: [REDACTED]

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1. PURPOSE

This instruction prescribes for the efficient maintenance of records created to substantiate the operations, organization, policies, and activities of the Office of Logistics (OL), and the orderly retirement or destruction of such records at the expiration of established retention periods.

2. RESPONSIBILITIES

- a. The responsibility for establishing and directing a records program is delegated to the Office of the Executive Officer, OL. A Records Management Officer (RMO) is designated, who will furnish assistance and act as liaison on all matters concerning records.
- b. It is a responsibility of all operating units to create and maintain their records by the most efficient and economical methods, and to implement Records Control Schedules and other regulations and procedures concerning records.

3. PROCEDURES

a. Records Control Schedule

- (1) Records Control Schedules have been approved for all OL components. These schedules include schedule numbers, item numbers, file identification and general description, and disposition instructions. Two copies of the schedules are furnished each division, a copy should be readily accessible in each branch, or section, as appropriate, and should be implemented as retention periods expire.
- (2) Changes in contents, file series, methods of filing, cutoff dates, retirement dates, retention periods, and new series of

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records should be reported promptly to the RMO for inclusion in periodic revisions of the Records Control Schedules.

b. Records Retirement

After expiration of the retention period in the current file area, the following steps shall be taken:

- (1) To initiate the retirement of the files to the Agency Records Center, the records custodian will prepare and submit to the RMO an original and four copies of Form 140, Records Retirement Request. The description of the records must be exactly the same as the description contained in the approved Records Control Schedule. (See "Guide for Records Retirement" pamphlet dated March 1966.)
- (2) Upon receipt of one copy of Form 140 with an accessioning job number printed in the upper right-hand corner, the records custodian is authorized to pack the boxes for retirement. As the records are boxed, prepare a Records Shelf List, Form 140a, in sufficient detail for easy identification in the case of future reference. An original and one copy of the Form 140a must be sealed in an envelope and taped to the top of the number one box. (Complete Records Storage Box Label, Form 14, and place label in the upper left-hand corner of one end.)
- (3) If the total number of boxes in the retirement does not exceed 10, they may be sealed securely and arrangements made with OL Registry for pickup by the building courier. If the total number of boxes exceeds 10, the RMO will arrange with the Records Center for a direct pickup.

c. Destruction

- (1) Classified records (except Top Secret) eligible for destruction in the current file area shall be placed in the classified trash. All existing security requirements shall be observed.
- (2) When records are destroyed at the point of origin or current file area, a certificate of destruction (see attachment for suggested format) shall be prepared and forwarded to the RMO.

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d. Service Requests to Records Center

- (1) Form 490, <sup>out</sup>Records Center Service Request, shall be used to request the return of individual documents, folders, or boxes from the Records Center.
- (2) All material recalled from retired records should be suspended and returned to the Records Center as soon as possible.
- (3) OL Registry will arrange for priority service when it is deemed justifiable.

e. Records Maintenance

- (1) Records shall be maintained at centralized locations convenient to each organizational component. Related material should be filed together, or cross-referenced to groups of files to which they bear a relationship.
- (2) Subject correspondence shall be filed in accordance with the Agency Subject Filing System prescribed by [REDACTED] with adaptations appropriate to OL records.
- (3) The yellow official file copy of correspondence, with background material shall be filed at the signing level, with the exception of case files specifically supporting the operations of a lower component. Examples of such exceptions are: contracts, leases, and personnel matters pertaining to an individual.

STATINTL

f. Filing Equipment

[REDACTED] dated 9 August 1960, provides for standardization and conditions under which filing equipment and supplies will be requested and utilized. Requesting officials shall ensure that the conditions set forth in the handbook are met before submitting requisitions to the RMO for certification.

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[REDACTED]  
fr FRANCIS J. VAN DAMM  
Director of Logistics

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ATT

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ATTACHMENT  
to  
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CERTIFICATE OF DESTRUCTION

The following records have been destroyed in accordance with existing security requirements and the provisions of approved records control schedules:

<u>Schedule No.</u>	<u>Item No.</u>	<u>Inclusive Dates</u>
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<u>No. of Feet of Records</u>	<u>Title and Description</u>
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Date Destroyed:

Signature:

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